

Step-by-Step Instructions for the Export Listing Module (ELM)

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Accessing the Export Listing Module (ELM)

Figure 1: Creating an FDA Industry Systems Account

The screenshot shows the 'FDA Industry Systems' login and account creation page. The header includes the U.S. Department of Health and Human Services logo and the 'ONLINE ACCOUNT ADMINISTRATION (OAA)' title. The main content area is divided into two columns. The left column contains a 'Login' section with fields for 'Account ID' and 'Password', a checkbox for 'I understand', and buttons for 'Login', 'Forgot Account ID', and 'Forgot Password'. Below the login section is a 'New User' section with a red-bordered box around the 'Create New Account' button and links for 'See Instructions', 'See Tutorials', and 'Help Desk'. The right column contains a 'Getting Started' section with a 'System Status' button, instructions for new and existing users, a warning about system usage, and information about computer security and contact details for tobacco registration questions. The footer includes the FDA logo, contact information, and a grid of links to various FDA systems.

U.S. Department of Health and Human Services

FDA ONLINE ACCOUNT ADMINISTRATION (OAA)

FDA Industry Systems [System Status](#)

Login

Existing account holders, enter your account ID & password.

Account ID

Password

Under 18 U.S.C. 1001, anyone who makes a materially false, fictitious, or fraudulent statement to the U.S. Government is subject to criminal penalties.

☐ I understand.

[Login](#) [Forgot Account ID](#) [Forgot Password](#)

New User

[Create New Account](#)

[See Instructions](#) [See Tutorials](#) [Help Desk](#)

Getting Started

To make submissions to FDA (e.g., Food Facility Registration, Prior Notice, etc.) you must first create an account. Select "Create New Account" towards the bottom left side of this page.

If you already have an account, enter your account ID and password.

WARNING: You are accessing a U.S. Government information system. The system usage may be monitored, recorded, and subject to audit. Unauthorized use of the system is prohibited and subject to criminal and civil penalties. Use of the system indicates consent to monitoring and recording, and anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.

Is your computer secure? Before using FDA Industry Systems (FIS), FDA strongly encourages all users to have current antivirus and antispyware software installed on your computer to help ensure the privacy of the information being entered.

If you have Tobacco Registration and Product List (TRLM) specific questions, please email FDA at CTPRRegistrationandListing@fda.hhs.gov and the Registration and Listing staff can assist with answering your questions about TRLM.

FDA retains contractors to assist the agency in maintaining its databases. If you get a call from someone asking about your facility and you are concerned about whether the call is legitimate, get the name and company of the caller, as well as a phone number, and contact **FDA FURLS Help Desk at 1-800-216-7331** to confirm that the caller is acting on behalf of FDA.

FDA Accessibility Browser Requirements FAQ Help Desk Privacy

U.S. Food and Drug Administration
10903 New Hampshire Avenue
Silver Spring, MD 20993
1-888-INFO-FDA (1-888-463-6332)
[Contact FDA](#)

[Acidified/Low-Acid Canned Foods Registration and Process Filing](#)
[CDRH Export Certification Application and Tracking System](#)
[Export Listing Module](#)
[Prior Notice System Interface](#)
[Tobacco Registration and Listing System](#)

[Biologics Export Certification Application and Tracking System](#)
[CFSAN Export Certification and Tracking System \(CFSAN eCATS\)](#)
[Food Facility Registration](#)
[Shell Egg Producer Registration](#)

[CDER Export Certification Application and Tracking System](#)
[Device Registration and Listing Module](#)
[New Dietary Ingredient Notification](#)
[Structure/Function Claims Notification](#)

[Contact FDA](#) [Facebook](#) [Twitter](#) [YouTube](#) [RSS](#)

The Export Listing Module (ELM) is an FDA Industry System (FIS) and can be accessed via <https://www.access.fda.gov/>. If you do not have an existing FIS account, click on the "Create New Account" button to create one. This will take you to the Create New Account screen where you may select the center and the systems you will need to access.

NOTE: You may wish to create a single enterprise account for all FDA submissions related to your facility and to create subaccounts for personnel that will manage submissions to FDA. All submissions by subaccounts will be accessible via the enterprise FIS account, which will allow continued access to previous submissions in the event that an employee leaves the facility. For more information on account management, please visit review the [FDA Industry Systems User Guide: Account Management](#).

Figure 2: Establishing Access to the ELM for New Accounts

U.S. Department of Health and Human Services

Logout

FDA **ONLINE ACCOUNT**
OAA ADMINISTRATION (OAA)

Create New Account

Create New Account

You must create a separate account to create your Medical Device Registration and Listing, Tobacco Registration and Product Listing or Food Facility.

Step 1: Select Application(s) for Account Creation

Do you conduct work for a State Agency under Contract with the FDA?
If you are creating an account on behalf of a manufacturer, please select "No."

☐ Yes ☒ No

Registration and Listing Programs

Food

- ☐ Acidified/Low-Acid Canned Foods Registration and Process Filing
- ☐ Food Facility Registration
- ☐ Qualified Facility Attestation
- ☐ Structure/Function Claims Notification
- ☒ **Export Listing Module**
- ☐ New Dietary Ingredient Notification
- ☐ Shell Egg Producer Registration

Medical Devices

- ☐ Device Registration and Listing Module

Tobacco Products

- ☐ Tobacco Registration and Listing System

Export Certification and Tracking

- ☐ Biologics Export Certification Application and Tracking System (BECATS)
- ☐ CDER Export Certification Application and Tracking System (CDEReCATS)
- ☐ CDRH Export Certification Application and Tracking System (CECATS)
- ☐ CFSAN Export Certification and Tracking System (CFSAN eCATS)

Includes Landfood, Seafood, Cosmetics, Food Additive, Food Contact Substances, Dietary Supplements, Infant Formula, Medical Foods, Foods for Special Dietary Use, Bulk Gelatin and Collagen Certificate.

FSMA Program(s)

- ☐ Laboratory Accreditation Body Program
- ☐ Third-Party Program—Accreditation Body
- ☐ Third-Party Program—Certification Body
- ☐ Voluntary Qualified Importer Program
- ☐ Foreign Supplier Verification Program
Check this box if you are an FSVP importer who needs to use a secure portal to submit FSVP records requested by FDA.

Other FDA Systems

- ☐ Prior Notice System Interface
- ☐ Import Trade Auxiliary Communication System (ITACS)

On the Create New Account screen, under the Registration and Listing Programs select Export Listing Module as one of the systems you will need to access. You may select additional systems if you wish. If you need detailed instructions for creating a new account, please visit [Create New Account Step-by-Step Instructions](#). Once you have created an account and logged in, you will see the online account administration page for FDA Industry Systems.

Step-by-Step Instructions for the ELM

Figure 3: Accessing the ELM

The screenshot displays the 'ONLINE ACCOUNT ADMINISTRATION (OAA)' interface. At the top, the header includes the U.S. Department of Health and Human Services logo and a 'Logout' link. Below the header, the 'Account Management' section is visible, featuring a sidebar with options like 'Edit Account Profile', 'Change My Password', and 'Update System Access'. The main content area shows a welcome message and instructions. Under the 'Registration and Listing Programs' section, the 'Export Listing Module' is selected and highlighted with a red box. Other sections include 'Export Certification and Tracking' and 'FSMA Program(s)', each with various system access options.

U.S. Department of Health and Human Services Logout

FDA OAA ONLINE ACCOUNT ADMINISTRATION (OAA)

Account Management

Account Management

Edit Account Profile
Change My Password
Update System Access
Create a Subaccount
Deactivate a Subaccount
Reactivate a Subaccount

Welcome to the FDA Industry Systems. You are logged in as **fda91751** for **FDA Test- 1**.

You may choose an option on the left to manage your account or select an FDA system below.
To obtain access to available FDA systems, choose the **Update System Access** option to add the FDA system to your account.

Registration and Listing Programs

Food

☒ Food Facility Registration ☒ Export Listing Module

☐ Acidified/Low-Acid Canned Foods Registration and Process Filing ☐ Structure/Function Claims Notification

☐ Shell Egg Producer Registration ☐ New Dietary Ingredient Notification

☐ Qualified Facility Attestation

Export Certification and Tracking

☐ Biologics Export Certification Application and Tracking System (BECATS) ☐ CDER Export Certification Application and Tracking System (CDEReCATS)

☐ CDRH Export Certification Application and Tracking System (CECATS) ☒ CFSAN Export Certification and Tracking System (CFSAN eCATS)

FSMA Program(s)

☐ Third-Party Program—Accreditation Body ☐ Third-Party Program—Certification Body

☐ Voluntary Qualified Importer Program ☐ Laboratory Accreditation Body Program

☐ Foreign Supplier Verification Program

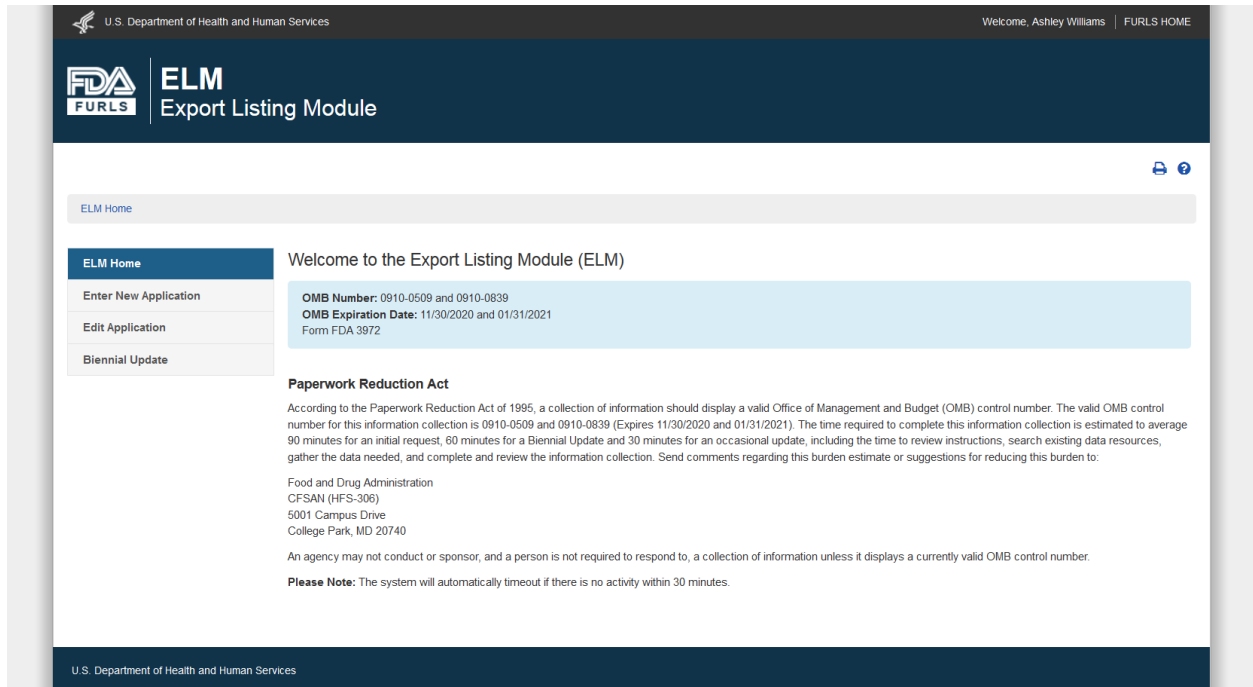
Other FDA Systems

☐ Prior Notice System Interface ☐ Systems Recognition Program

☐ Import Trade Auxiliary Communication System (ITACS)

To access the Export Listing Module, log in to the FDA Industry Systems. Under Registration and Listing Programs, select Export Listing Module (ELM).

Figure 4: Welcome to the Export Listing Module (ELM)



After clicking on the ELM, you will reach the Export Listing Module welcome page. The menu on the left side of the screen provides the following options: Enter New Application, Edit Application, and Biennial Update.

Edit Application

Figure 5: ELM Edit Application Dashboard

Edit Application

ELM Home > Edit Application

ELM Home

Enter New Application

Edit Application

Biennial Update

You have access to the applications in the table below.

- To edit a previously submitted application, click the icon next to the application information below. If you have recently updated your Food Facility Registration, you must click the icon and resubmit the application in order to update the information in your application. You may not edit an application that is in Pending Review Status.
- To cancel an application or request that a firm be deleted from a listing, click the icon next to the application information below.

Country/Area: --Please Select-- ☐ Show Draft applications.

Application List

Showing 1 to 10 of 12 entries

Show 10 entries

Filter:

Action	Application Number	Approval Number	Name for Listing	Address	Country/Area	Application Status	Expiration Date
	2018000683	1235461	FDA Test- 1	5001 Campus Rd, College Park, MD 20740	European Union (EU)	Approved	06/20/2020
	2018000662	12356422	FDA Test- 1	5001 Campus Rd, College Park, MD 20740	Chile	Approved	06/20/2020
	2018000661	1232546	FDA Test- 1	5001 Campus Rd, College Park, MD 20740	European Union (EU)	Approved	06/20/2020
	2018000660	1245432	FDA Test- 1	5001 Campus Rd, College Park, MD 20740	European Union (EU)	Approved	06/20/2020
	2018000659		FDA Test- 1	5001 Campus Rd, College Park, MD 20740	China	Pending Review	
	2018000658		FDA Test- 1	5001 Campus Rd, College Park, MD 20740	China	Pending Review	
	2018000657		FDA Test- 1	5001 Campus Rd, College Park, MD 20740	European Union (EU)	Pending Review	
	2018000647		FDA Test- 2	5001 Campus Dr, College Park, MD 20740	China	Return For Action	
	2018000645	123456	FDA Test Company	5001 Campus Dr, College Park, MD 20740	China	Approved	06/20/2020
	2018000643		Global Net Services inc.	11820 Parklawn Dr, Rockville, MD 20852	Chile	Pending Review	

Previous 1 2 Next

To view a list of the applications associated with your account, select “Edit Application” from the menu on the left side of the screen. You may search for applications by entering key words in the filter text box or by using the sort button in each category column.

- Select the eye icon in the action column to view the application.
- Select the pencil icon in the action column to edit the application. This will allow you to change any editable fields in the application. Please note that you must click through all the screens and resubmit your application in order for your changes to take effect.
- Select the red “X” button to request to delete an application. Please note that the ELM will only allow one application for a facility. If you delete an application with an Application Status of “Approved”, it will be removed from the export list. Once you confirm your delete request, you will not be able to edit your deleted application.

Enter New Application

Figure 6: Product and Country/Region

The screenshot displays the 'Enter New Application' interface within the ELM (Export Listing Module). The top navigation bar includes the U.S. Department of Health and Human Services logo, the 'ELM Export Listing Module' title, and a user welcome message. A left-hand menu contains options like 'ELM Home', 'Enter New Application' (highlighted with a red box), 'Edit Application', and 'Biennial Update'. The main content area, titled 'Select Product and Country/Region', features two dropdown menus for 'Product Type' and 'Country/Region', both currently showing '--Please Select--'. At the bottom of the form, there are 'Cancel' and 'Next' buttons. The breadcrumb trail at the top of the content area reads 'ELM Home > Enter New Application > Product/Country'.

To request to be added to an export list, select “Enter New Application” from the menu on the left side of the screen. You will be prompted to identify the Product Type and Country/Region of the export list for which you wish to apply. After making your selection, click the blue “Next” button at the bottom of the screen to proceed with the application.

Step-by-Step Instructions for the ELM

Figure 6.1: Product and Country/Region for Shellfish Applications

U.S. Department of Health and Human Services

Welcome, Ashley Williams | FURLS HOME

FDA FURLS | **ELM**
Export Listing Module

Enter New Application

ELM Home > Enter New Application > Product/Country

ELM Home

Enter New Application

Edit Application

Biennial Update

Product/Country

Business Information

Product Information

Review

Signature

Select Product and Country/Region

Product Type [?] Shellfish

Country/Region [?] European Union (EU)

Please identify the type of facility for inclusion on the export list:

☐ Shellfish shipper that appears on the Interstate Certified Shellfish Shippers List (ICSSL)

☒ Shellfish processor that does not appear on the Interstate Certified Shellfish Shippers List (ICSSL)

[Cancel](#) [Next](#)

U.S. Department of Health and Human Services

If you select Shellfish as the Product Type, you will be prompted to answer an additional question about the type of facility for inclusion on the export list. After making your selection, click the blue “Next” button at the bottom of the screen to proceed with the application.

Figure 7: Identifying the Facility for Listing

The screenshot shows the 'Enter New Application' page in the ELM Export Listing Module. The page is part of the U.S. Department of Health and Human Services system. The user is logged in as Ashley Williams. The page has a dark blue header with the FDA FURLS logo and the ELM Export Listing Module title. Below the header, there's a breadcrumb trail: ELM Home > Enter New Application > Business Information. A navigation bar shows five steps: Product/Country, Business Information (current), Product Information, Review, and Signature. On the left, a sidebar menu includes ELM Home, Enter New Application (selected), Edit Application, and Biennial Update. The main content area is titled 'Facility Information' and contains a section 'Facility Information' with the instruction: 'Please select one of the following options to identify the facility for inclusion on the export list.' There are three radio button options: 'Food Facility Registration', 'FEI Number', and 'DUNS Number'. At the bottom of the form, there are 'Previous' and 'Next' buttons.

For most applications, you may identify the facility for listing by entering a DUNS number, a FDA Establishment Identifier (FEI), or by selecting a food facility associated with your FIS/OAA account. For shellfish facilities that are included on the Interstate Certified Shellfish Shippers List (ICSSL), please see [Figure 7.1 State and Certificate Information](#).

The ELM will auto-populate your name and address for listing from FDA records based on the way that you identify the facility. Please note: The best option is to use the Food Facility Registration, which allows you to have complete control over the name and address that gets populated on your ELM application.

You may visit <https://fdadunslookup.com/> to search for or request a valid DUNS number. Note: DUNS numbers contain 9 digits. If your DUNS number contains a leading zero (i.e., a zero as the first digit), you must enter that zero to find the record(s) for your facility.

Step-by-Step Instructions for the ELM

Figure 7.1: State and Certificate Information for Shellfish Facilities on the ICSSL

U.S. Department of Health and Human Services

Welcome, Ashley Williams | FURLS HOME

FDA | **ELM**
FURLS | Export Listing Module

Enter New Application

ELM Home > Enter New Application > Business Information

ELM Home | Product/Country | **Business Information** | Product Information | Review | Signature

Enter New Application
Edit Application
Biennial Update

State and Certificate Information

Please identify the state in which the shellfish processor is located and the certificate number as identified on the Interstate Certified Shellfish Shippers List:
<https://www.accessdata.fda.gov/scripts/shellfish/sh/shellfish.cfm>

State: --Please Select-- Certificate Number:

[< Previous](#) [Next >](#)

U.S. Department of Health and Human Services

Shellfish facilities that are included on the Interstate Certified Shellfish Shippers List (ICSSL) will be prompted to enter the state where the facility is located and the certificate number from the ICSSL.

You may visit <https://www.accessdata.fda.gov/scripts/shellfish/sh/shellfish.cfm> to search for your certificate number. Note: If your ICSSL certificate number contains one or more multiple leading zeroes (e.g., a zero as the first digit), you must enter those zeroes to find the record for your facility.

Step-by-Step Instructions for the ELM

Figure 7.2: Identifying the Facility with the Food Facility Registration

U.S. Department of Health and Human Services | Welcome, Ashley Williams | FURLS HOME

FDA FURLS ELM Export Listing Module

Enter New Application

ELM Home > Enter New Application > Business Information

ELM Home | **Enter New Application** | Edit Application | Biennial Update

Product/Country | **Business Information** | Product Information | Review | Signature

Facility Information

You may select a facility from the list below. Please note that you will only be able to select facilities for which you have access to the Food Facility Registration (FFR) information in the FDA Industry Systems Food Facility Registration (FFR) module. If you do not see the facility for which you would like to apply, you may return to the previous screen and select another option for identifying the facility. You may also request to link a Food Facility Registration to your account by logging into the FFR module and selecting "Link Registration to your Account" from the menu on the home page.

You may select a facility from the list below. If you do not see the facility for which you would like to apply, you may return to the previous screen and select another option for identifying the facility.

Showing 1 to 2 of 2 entries

Show 5 entries

Filter:

Select	Facility Name	Address
<input type="radio"/>	FDA Test- 1	5001 Campus Rd, College Park, MD, 20740, US
<input type="radio"/>		

Previous 1 Next

< Previous | Next >

U.S. Department of Health and Human Services

If you choose to identify the facility for listing by the Food Facility Registration, the system will display a list of all registered food facilities associated with your FDA Industry Systems account. Select the correct facility for your application and click the blue “Next” button at the bottom of the screen to proceed with the application.

If you represent a food facility, but do not see an option to identify this facility by the Food Facility Registration, you may associate this facility with your account if you have the facility’s Food Facility Registration number and PIN. To do this, click on the “Food Facility Registration” link from the FURLS/FIS home page. Once the Food Facility Registration module opens, select “Link Registration to your Account” on the left side of the screen and enter the facility’s Food Facility Registration number and PIN.

Step-by-Step Instructions for the ELM

Figure 7.3: Identifying the Facility with the FEI

The screenshot displays the 'Enter New Application' interface within the ELM (Export Listing Module). The top navigation bar includes the U.S. Department of Health and Human Services logo, the user name 'Welcome, Ashley Williams', and a 'FURLS HOME' link. The main header features the FDA FURLS logo and the title 'ELM Export Listing Module'. The page is titled 'Enter New Application' with a help icon. A breadcrumb trail shows 'ELM Home > Enter New Application > Business Information'. A horizontal tab bar contains 'Product/Country', 'Business Information' (active), 'Product Information', 'Review', and 'Signature'. On the left, a sidebar menu lists 'ELM Home', 'Enter New Application' (active), 'Edit Application', and 'Biennial Update'. The main content area is titled 'Facility Information' and contains a section 'Facility Information' with the instruction: 'Please select one of the following options to identify the facility for inclusion on the export list.' Three radio button options are listed: 'Food Facility Registration', 'FEI Number' (selected), and 'DUNS Number'. Below these, a sub-section titled 'FEI Number' contains a text input field labeled 'FEI Number'. At the bottom of the form, there are two buttons: '< Previous' and 'Next >'. The footer of the page reads 'U.S. Department of Health and Human Services'.

If you choose to identify the manufacturer by FEI number, enter the FEI number and click the blue “Next” button at the bottom of the screen to proceed with the application. If you receive an error message, please contact CFSANExportCertification@fda.hhs.gov for assistance.

Figure 7.4: Identifying the Facility with the DUNS

U.S. Department of Health and Human Services | Welcome, Ashley Williams | FURLS HOME

FDA | **ELM**
FURLS | Export Listing Module

Enter New Application

ELM Home > Enter New Application > Business Information

ELM Home | Enter New Application | Edit Application | Biennial Update

Product/Country | **Business Information** | Product Information | Review | Signature

Facility Information

Facility Information

Please select one of the following options to identify the facility for inclusion on the export list.

☐ Food Facility Registration

☐ FEI Number

☒ DUNS Number

DUNS Number

DUNS Number

[< Previous](#) [Next >](#)

If you choose to identify the manufacturer by DUNS number, enter the DUNS number and click Next.

You may visit <https://fdadunslookup.com/> to search for or request a valid DUNS number.

Enter New Application

ELM Home > Enter New Application > Business Information

ELM Home | Enter New Application | Edit Application | Biennial Update

Product/Country | **Business Information** | Product Information | Review | Signature

Facility Information

The following facilities are associated with the information provided. Please select the facility for the ELM application.

Facility

Showing 1 to 4 of 4 entries


Show 10 entries

Filter

Select	Facility Name	Address
<input type="radio"/>		
<input type="radio"/>		

If there are multiple facilities associated with the DUNS number, you will have the option to select the correct name and address. If there are multiple records with the same or similar names/addresses, you may contact CFSANExportCertification@fda.hhs.gov for assistance in choosing the correct record. Click the blue “Next” button at the bottom of the screen to proceed with the application.

Figure 8: Existing Application Error



ELM

Export Listing Module

Enter New Application

[ELM Home](#) > [Enter New Application](#) > [Business Information](#)

ELM Home

Enter New Application

Edit Application

Biennial Update

Product/Country

Business Information

Product Information

Review

Signature

Facility Information

You may select a facility from the list below. Please note that you will only be able to select facilities for which you have access to the Food Facility Registration (FFR) information in the FDA Industry Systems Food Facility Registration (FFR) module. If you do not see the facility for which you would like to apply, you may return to the previous screen and select another option for identifying the facility. You may also request to link a Food Facility Registration to your account by logging into the FFR module and selecting "Link Registration to your Account" from the menu on the home page.

You may select a facility from the list below. If you do not see the facility for which you would like to apply, you may return to the previous screen and select another option for identifying the facility.

ERROR: The facility you selected is the subject of an existing application for this export list. You may edit the existing application or select a different country/region, product type, or facility identifier. Please contact CFSANExportCertification@fda.hhs.gov if you have any questions.

Facility

Showing 1 to 2 of 2 entries

Show

5

entries

Filter:

Select	Facility Name	Address
<input checked="" type="radio"/>	FDA Test- 1	5001 Campus Rd, College Park, MD, 20740, US
<input type="radio"/>		

Previous

1

Next

< Previous

Next >

The system will not allow you to submit a duplicate application for a facility for the same product type and country/region. You will see an error message if you try to select a facility for which there is already an application for the product type and country/region.

If you receive this error message, please contact CFSANExportCertification@fda.hhs.gov for assistance.

Figure 9: Parent Company Name/Address Information

FDA FURLS | ELM Export Listing Module

Enter New Application 🖨️ ?

[ELM Home](#) > [Enter New Application](#) > [Business Information](#)

[ELM Home](#) |
 [Enter New Application](#) |
 [Edit Application](#) |
 [Biennial Update](#)

[Product/Country](#) |
 [Business Information](#) |
 [Product Information](#) |
 [Review](#) |
 [Signature](#)

Business Information

Facility Information below is pre-populated from your Food Facility Registration (FFR). If you want to edit any information in the Parent Company Name/Address Information or Facility Information for Listing sections, you must first update the information in your FFR accordingly.

Parent Company Name/Address Information (Optional)

Company Name	<input type="text" value="FDA Test- 1"/>	Country/Region	<input type="text" value="UNITED STATES"/>
Doing Business As	<input type="text"/>	Address Line 1	<input type="text" value="5001 Campus Rd"/>
		Address Line 2	<input type="text"/>
		Zip/Postal Code	<input type="text" value="20740"/>
		City	<input type="text" value="College Park"/>
		State/Province/Territory	<input type="text" value="Maryland"/>

After you have identified the facility, the Business Information page will display. If you identified the facility using a Food Facility Registration, this section is prepopulated from the Parent Company section of the Food Facility Registration (FFR) module. If you identified the facility using an FEI number or a DUNS number, this section is not prepopulated and you may optionally enter this information. The Doing Business As field is optional regardless of how you identify the facility.

Figure 10: Main Contact Information

Main Contact Information

First Name	Test	Telephone	001	240	4022307	Ext
			Country	Area	Phone Number	
Last Name	FDA	Fax (Optional)	001	Area	Fax	
			Country	Area	Fax Number	
Email	cfsanexportcertification@fda.hhs.gov					

The Main Contact Information is prepopulated from your FDA Industry Systems account. You may edit this information if needed. Notifications about this application will be sent to this email address.

Facility Information for Listing

Figure 11: Facilities Identified by FFR

Facility Information for Listing

The following Facility Name and Address will be used for the Country List.

Facility Type	Processing Plant	Facility Street Address Line 1	5001 Campus Rd
Name for Listing	FDA Test- 1	Facility Street Address Line 2 (Optional)	
		Zip/Postal Code	20740
		City	College Park
		State/Territory	Maryland

Facility Type

You must select a "Facility Type" from the dropdown menu. The facility type selected will be reflected on the export list.

Name and Address for Listing

If your application is approved, the "Name for Listing" and the address in this section will be included on the export list. Please confirm that these fields are accurate before proceeding with the application.

If you identified the facility using a Food Facility Registration, the address for listing will be prepopulated with the Facility Address from the Food Facility Registration (FFR) module. If you want to edit the facility address for listing, you must first update the address in your FFR accordingly. You will have the option of selecting any name associated with your FFR as the "Name for Listing". If you do not see the name with which you wish to be listed, you may update your FFR to edit an existing name in the FFR or provide an "Alternate Trade Name". If you need to edit your FFR, save the ELM application as a draft and exit the application, then update your FFR and return to the ELM to finish your draft application.

Figure 12: Facilities Identified by FEI or DUNS

Facility Information for Listing

The following Facility Name and Address will be used for the Country List.

Facility Type	<input type="text" value="--Please Select--"/>	Facility Street Address Line 1	<input type="text"/>
Firm Name	<input type="text"/>	Facility Street Address Line 2 (Optional)	<input type="text"/>
Name for Listing	<input type="text"/>	Zip/Postal Code	<input type="text"/>
		City	<input type="text"/>
		State/Territory	<input type="text"/>

Facility Type

You must select a "Facility Type" from the dropdown menu. The facility type selected will be reflected on the export list.

Name and Address for Listing

If your application is approved, the "Name for Listing" and the address in this section will be included on the export list. Please confirm that these fields are accurate before proceeding with the application.

If you identified the facility using a FEI or a DUNS number, the address for listing will be prepopulated with the physical address that FDA has on record for your facility and the "Firm Name" and "Name for Listing" field will be prepopulated with the legal firm name that FDA has on record for your facility. You may edit the "Name for Listing" field if you wish to be listed by another name.

Step-by-Step Instructions for the ELM

Figure 12.1: Address Options for Seafood Vessels

Facility Information for Listing

The following Facility Name and Address will be used for the Country List.

Facility Type

Freezing Vessel

Firm Name

Name for Listing

Vessels may choose to be listed with their physical address or their mailing address.

[Choose Facility Address for Listing](#)

Facility Street Address Line 1

Facility Street Address Line 2 (Optional)

Zip/Postal Code

City

State/Territory

If you select freezing vessel or factory vessel as the facility type, you will have the ability choose to be listed with their facility's physical address or their mailing address. Click on the link 'Choose Facility Address for Listing' and make your selection for listing.

Figure 13: Facilities Identified by ICSSL Certificate Number

Facility Information for Listing

The following Facility Name and Address will be used for the Country List.

Facility Type

Facility Street Address Line 1

Facility Street Address Line 2 (Optional)

Zip/Postal Code

City

State/Territory

Does this facility also export processed shellfish products?

Yes

No

Name for Listing

Facility Type

For shellfish facilities on the ICSSL, the facility type is automatically populated based on the ICSSL activities for which the facility is certified. You must indicate whether the facility also exports processed shellfish products.


Name and Address for Listing

The name and address for listing are prepopulated from the ICSSL.

Figure 14: Inspection Details

Inspection Details (Optional)

If the facility has not had a recent inspection by FDA, you may provide information about the facility's most recent inspection below.

Plant Identifier <input type="text"/>	Last Inspection Date (MM/DD/YYYY) <input type="text"/> 
Government Agency That Provided Inspection --Please Select--	Copy of Last Inspection Notice <div> Browse... No file selected. Upload </div>

Allowed file types are .jpg, .jpeg, .doc, .docx, .txt, .xls, .xlsx, .pdf, .gif, and .rtf. The maximum file size is 50 MB.

The Inspection Details section is optional. You may enter your plant identifier, select the last type of inspection that was conducted at the manufacturer's facility. Enter the date the inspection was completed and upload an inspection notice (i.e., report of inspection findings). If your facility has been inspected by FDA, you do not need to complete this section. If your facility has not been inspected by FDA, providing the details for your most recent inspection will prevent delays in the application review process.

Select the "Browse" button to upload an inspection notice. This document must clearly identify the name and address of the facility for which you are applying, the inspecting agency, the purpose of the inspection, and the inspection result. You may attach a document in jpeg., jpg, doc., docx., txt., xls., xlsx., pdf., gif., and rtf format. After you have selected the document, click the "Upload" button. If the document was successfully uploaded, you will see a confirmation message. Select the "Next" button to move forward in the application.

Figure 15: Additional Documents

You may upload additional documents for review. To upload additional documents, select the browse button. You may attach a document in .jpg, .jpeg, .doc, .docx, .txt, .xls, .xlsx, .pdf, .gif, and .rtf format. After you have selected the document, click the “Upload” button. You will see a confirmation message if the document was successfully uploaded.

For firms exporting to China, you may upload an audit letter or other evidence of third-party certification here.

For Collagen and Gelatin applications, you may upload your laboratory results here. Establishments must provide a laboratory report from an accredited, private laboratory demonstrating that the products for export do not exceed the following criteria:

- Total aerobic bacteria –103/g
- Coliforms (30°C) - 0/g
- Coliforms (44.5°C) - 0/10g
- Anaerobic sulphite-reducing bacteria (no gas production) -10 /g
- Clostridium perfringens - 0/g
- Staphylococcus aureus - 0/g
- Salmonella - 0/25g
- As - 1 ppm
- Pb - 5 ppm
- Cd - 0,5 ppm
- Hg - 0,15 ppm
- Cr - 10 ppm
- Cu - 30 ppm
- Zn - 50 ppm
- SO₂- 50 ppm
- H₂O₂ - 10 ppm

Figure 16: Country Contact Information

The screenshot shows the 'Enter New Application' page in the ELM Export Listing Module. The page has a dark blue header with the FDA FURLS logo and 'ELM Export Listing Module'. A breadcrumb trail shows 'ELM Home > Enter New Application > Product Information'. A navigation bar includes 'Product/Country', 'Business Information', 'Product Information' (active), 'Review', and 'Signature'. On the left, a sidebar lists 'ELM Home', 'Enter New Application' (active), 'Edit Application', and 'Biennial Update'. The main content area is titled 'Contact Information' and includes a sub-header 'You may identify a separate contact to receive notifications about this application or autofill the contact information from your OAA account.' Below this, a table shows 'Country' as 'European Union (EU)' and 'Product Type' as 'Dairy'. A red box highlights the 'Autofill Main Contact Information' button. Below the table, there are input fields for 'First Name', 'Last Name', and 'Title'. To the right, there are fields for 'Telephone' (Country, Area, Telephone, Ext) and 'Fax (Optional)' (Country, Area, Fax, Fax Number). At the bottom, there are buttons for '< Previous', 'Save And Exit >', and 'Next >'.

You may identify an additional contact to receive updates about the application. If you do not wish to identify an additional contact, select the “Autofill Main Contact Information” button. Select “Next” to proceed with the application.

Step-by-Step Instructions for the ELM

Product Information

The fields on the product information screen will vary depending on the product type and country/region selected.

Figure 17: Dairy EU Product Information

The screenshot shows the 'Enter New Application' screen in the ELM (Export Listing Module) interface. The top navigation bar includes the U.S. Department of Health and Human Services logo, the ELM Export Listing Module title, and a user welcome message. The main content area is titled 'Enter New Application' and features a breadcrumb trail: ELM Home > Enter New Application > Product Information. A sidebar on the left contains links for ELM Home, Enter New Application (highlighted), Edit Application, and Biennial Update. The main form area is divided into tabs: Product/Country, Business Information, Product Information (active), Review, and Signature. The 'Product Information' tab displays a form for 'Dairy' products from the 'European Union (EU)'. The form includes fields for Animal Origin (dropdown), Product (text), Schedule B/HTS Number (text), Value of Goods (Optional) (text), Quantity (Optional) (text), Unit of Measure (dropdown), and a question about shipping within the next two years (dropdown). Navigation buttons for 'Previous' and 'Next' are located at the bottom of the form.

U.S. Department of Health and Human Services | Welcome, Ashley Williams | FURLS HOME

FDA FURLS ELM Export Listing Module

Enter New Application

ELM Home > Enter New Application > Product Information

Product/Country | Business Information | **Product Information** | Review | Signature

Product Information

Country: European Union (EU) | Product Type: Dairy

Animal Origin: --Please Select--

Product:

Schedule B/HTS Number ? :

Value of Goods (Optional) ? :

Quantity (Optional) ? :

Unit of Measure ? : --Please Select--

Is this product shipping within the next two years? : --Please Select--

< Previous | > Next

U.S. Department of Health and Human Services

Please enter all required information. Select “Next” to proceed with application.

Step-by-Step Instructions for the ELM

Figure 18: Dairy China Product Information
Product Information

Country	China	Product Type	Dairy
Animal Origin	<div><div>--Please Select--</div><div>Bovinae</div><div>Bovine</div><div>Caprine</div><div>Ovine</div></div>		
Product Category			
Product Name (Optional)			
Schedule B/HTS Number ?			
Value of Goods (Optional) ?			
Quantity (Optional) ?			
Unit of Measure ?	<div>--Please Select--</div>		
Is this product currently being manufactured and ready to ship?	<div>--Please Select--</div>		

< Previous

> Next

Please enter all required information. Select from the product category dropdown the option that best describes your product. If you have question regarding the product category please reference the [AQSIQ Implementation Catalogue](#). Select “Next” to proceed with application.

Step-by-Step Instructions for the ELM

Figure 19: Dairy Chile Product Information

U.S. Department of Health and Human Services | Welcome, Ashley Williams | FURLS HOME

FDA | **ELM**
FURLS | Export Listing Module

Enter New Application

ELM Home > Enter New Application > Product Information

ELM Home | Enter New Application | Edit Application | Biennial Update

Product/Country | Business Information | **Product Information** | Review | Signature

Product Information

Country: Chile | Product Type: Dairy

Animal Origin: --Please Select--

Product:

Schedule B/HTS Number ? :

Value of Goods (Optional) ? :

Quantity (Optional) ? :

Unit of Measure ? : --Please Select--

Is this product shipping within the next two years? : --Please Select--

< Previous | > Next

U.S. Department of Health and Human Services

Please enter all required information. Select “Next” to proceed with application.

Step-by-Step Instructions for the ELM

Figure 20: Seafood China Product Information

U.S. Department of Health and Human Services | Welcome, Ashley Williams | FURLS HOME

FDA | **ELM**
FURLS | Export Listing Module

Enter New Application

ELM Home > Enter New Application > Product Information

ELM Home | Enter New Application | Edit Application | Biennial Update

Product/Country | Business Information | **Product Information** | Review | Signature

Product Information

Country	China	Product Type	Seafood
Product	<input type="text"/>		
Schedule B/HTS Number ?	<input type="text"/>		
Value of Goods (Optional) ?	<input type="text"/>		
Quantity (Optional) ?	<input type="text"/>		
Unit of Measure ?	--Please Select--		
Aquaculture Product	--Please Select--		
Bivalve Mollusk	--Please Select--		
Is this product currently being manufactured and ready to ship?	--Please Select--		

< Previous | > Next

U.S. Department of Health and Human Services

Please enter all required information. Select “Next” to proceed with application.

Step-by-Step Instructions for the ELM

Figure 21: Seafood EU Product Information

The screenshot displays the 'Enter New Application' page within the ELM (Export Listing Module) interface. The page is part of the U.S. Department of Health and Human Services' FURLS system. The user is logged in as Ashley Williams. The page title is 'Enter New Application'. The breadcrumb trail shows 'ELM Home > Enter New Application > Product Information'. The main navigation bar includes 'ELM Home', 'Enter New Application', 'Edit Application', and 'Biennial Update'. The secondary navigation bar shows 'Product/Country', 'Business Information', 'Product Information' (active), 'Review', and 'Signature'. The 'Product Information' section is titled 'Product Information' and shows 'Country' as 'European Union (EU)' and 'Product Type' as 'Seafood'. The form fields include: 'Product' (text input), 'Schedule B/HTS Number' (text input with a help icon), 'Value of Goods (Optional)' (text input with a help icon), 'Quantity (Optional)' (text input with a help icon), 'Unit of Measure' (dropdown menu with '--Please Select--'), 'Aquaculture Product' (dropdown menu with '--Please Select--'), and 'Is this product shipping within the next two years?' (dropdown menu with '--Please Select--'). At the bottom of the form are 'Previous' and 'Next' buttons. The footer of the page reads 'U.S. Department of Health and Human Services'.

Please enter all required information. Select “Next” to proceed with application.

Step-by-Step Instructions for the ELM

Figure 22: Shellfish EU Product Information

The screenshot shows the 'Enter New Application' page in the ELM (Export Listing Module). The page is titled 'Enter New Application' and has a breadcrumb trail: 'ELM Home > Enter New Application > Product Information'. The page is divided into several sections:

- Header:** U.S. Department of Health and Human Services, Welcome, Ashley Williams, FURLS HOME.
- Navigation:** ELM Home, Enter New Application (selected), Edit Application, Biennial Update.
- Steps:** Product/Country, Business Information, Product Information (selected), Review, Signature.
- Product Information Section:**
 - Country:** European Union (EU)
 - Product Type:** Shellfish
 - Product:** Text input field.
 - Schedule B/HTS Number:** Text input field with a help icon.
 - Value of Goods (Optional):** Text input field with a help icon.
 - Quantity (Optional):** Text input field with a help icon.
 - Unit of Measure:** Dropdown menu with '--Please Select--' selected.
 - Aquaculture Product:** Dropdown menu with '--Please Select--' selected.
 - Is this product shipping within the next two years?:** Dropdown menu with '--Please Select--' selected.
- Buttons:** < Previous, > Next.

Please enter all required information. Select “Next” to proceed with application.

Step-by-Step Instructions for the ELM

Figure 23: Infant Formula China Product Information

Product/Country	Business Information	Product Information	Review	Signature
Product Information				
Country	China	Product Type	Infant Formula	
Animal Origin	<div>--Please Select--</div>			
Product	<div>--Please Select--</div> <div>Bovine</div>			
Schedule B/HTS Number ?	<input type="text"/>			
Infant Formula Number (Optional)	<input type="text"/>			
Infant Formula Type	<div>--Please Select--</div>			
Value of Goods (Optional) ?	<input type="text"/>			
Quantity (Optional) ?	<input type="text"/>			
Unit of Measure ?	<div>--Please Select--</div>			
Is this product currently being manufactured and ready to ship?	<div>--Please Select--</div>			

< Previous

> Next

Please enter all required information. The Infant Formula Number (IFN) is required for review of the export list application. Please reference the [AQSIQ Implementation Catalogue](#) for questions regarding the Infant Formula Type. Select “Next” to proceed with application.

Step-by-Step Instructions for the ELM

Figure 24: Collagen EU Product Information

Product/Country	Business Information	Product Information	Review	Signature
Product Information				
Country	European Union (EU)		Product Type	Collagen
<div><div>Animal Origin</div><div>--Please Select--</div></div> <div><div>Product</div><div></div></div> <div><div>Schedule B/HTS Number ?</div><div></div></div> <div><div>Value of Goods (Optional) ?</div><div></div></div> <div><div>Quantity (Optional) ?</div><div></div></div> <div><div>Unit of Measure ?</div><div>--Please Select--</div></div> <div><div>Is this product shipping within the next two years?</div><div>--Please Select--</div></div>				
< Previous		> Next		

Please enter all required information. Select “Next” to proceed with application.

Figure 24.1: Fish Collagen EU Product Information

Product Information

Country	European Union (EU)	Product Type	Collagen
---------	---------------------	--------------	----------

Animal Origin

Fish

Product

Schedule B/HTS Number

Value of Goods (Optional)

Quantity (Optional)

Unit of Measure

--Please Select--

Aquaculture Product

--Please Select--

Is this product shipping within the next two years?

--Please Select--

< Previous

> Next

Please enter all required information. Select “Next” to proceed with application.

Figure 25: Gelatin EU Product Information

Product Information

Country	European Union (EU)	Product Type	Gelatin
---------	---------------------	--------------	---------

Animal Origin

Product

Schedule B/HTS Number ?

Value of Goods (Optional) ?

Quantity (Optional) ?

Unit of Measure ?

Is this product shipping within the next two years?

--Please Select--
Bovinae
Bovine
Caprine
Ovine
Fish
Poultry
Suidae

--Please Select--

--Please Select--

< Previous

> Next

Please enter all required information. Select “Next” to proceed with application.

Figure 25.1: Fish Gelatin EU Product Information

Product Information

Country	European Union (EU)	Product Type	Gelatin
---------	---------------------	--------------	---------

Animal Origin

Fish

▼

Product

Schedule B/HTS Number ?

Value of Goods (Optional) ?

Quantity (Optional) ?

Unit of Measure ?

--Please Select--

▼

Aquaculture Product

--Please Select--

▼

Is this product shipping within the next two years?

--Please Select--

▼

< Previous

> Next

Please enter all required information. Select “Next” to proceed with application.

Figure 26: Product List

The screenshot shows the 'Enter New Application' page in the ELM (Export Listing Module). The page has a dark blue header with the FDA FURLS logo and 'ELM Export Listing Module'. Below the header, there's a breadcrumb trail: 'ELM Home > Enter New Application > Product Information'. A navigation bar contains tabs: 'Product/Country', 'Business Information', 'Product Information' (active), 'Review', and 'Signature'. On the left, a sidebar has links: 'ELM Home', 'Enter New Application' (active), 'Edit Application', and 'Biennial Update'. The main content area is titled 'Product List'. It includes instructions: 'To edit a product, click the [pencil icon] icon next to the product information below. To delete a product, click the [red X icon] icon next to the product information below.' A green confirmation message states: 'CONFIRMATION: Product has been successfully added.' Below this, three light blue boxes display 'Facility Details' (FDA Test-1, 5001 Campus Rd, College Park, MD 20740), 'Country' (European Union (EU)), and 'Product Type' (Collagen). A red box highlights the '+ Add Product' button. Below the boxes, it says 'Showing 1 to 1 of 1 entries' and 'Show 5 entries'. A table lists the product with columns 'Animal Origin', 'Product', and 'Action'. The table has one row: 'Bovine', 'TEST PRODUCT', and an action column with a red X and a pencil icon. At the bottom of the table are 'Previous', '1', and 'Next' buttons. Below the table are three buttons: '< Previous', 'Save And Exit >', and '> Next'. The footer of the page reads 'U.S. Department of Health and Human Services'.

The Product List page will display all the products associated with the application. Select the "Next" button to proceed with the application. To add additional products to your application, select the "+Add Product" button.

Figure 27: Application Review

The application review page will display all entered information. You may revise each section by selecting the edit button. After reviewing, select the “Next” button to proceed with the application.

Figure 28: Signature Page

U.S. Department of Health and Human Services

Welcome, Ashley Williams | FURLS HOME

FDA | **ELM**
FURLS | Export Listing Module

Enter New Application

ELM Home > Enter New Application > Signature

ELM Home | Enter New Application | Edit Application | Biennial Update

Product/Country | Business Information | Product Information | Review | **Signature**

Signature Page

As the responsible official or designee of the establishment listed on this application, I hereby certify to the United States Food and Drug Administration that the establishment and the products listed on this application are, to the best of my knowledge, in compliance with all applicable requirements of the Federal Food, Drug, and Cosmetic Act (the FD&C Act), and all applicable regulations and standards, including the following:

1. The establishment listed on this application is currently registered with the FDA, if required by the FD&C Act.
2. The products listed on this application for export are legally marketed within the United States or meet the requirements of Section 801(e)(1) of the FD&C Act.
3. The products listed on this application are not the subject of a pending judicial enforcement action (e.g., an injunction or seizure) or a pending administrative action (e.g., warning letter).
4. The products listed on this application are being exported from the United States.

The undersigned certifies that the information in this submission is complete and accurate. The undersigned understands that the information submitted is intended to assist FDA in establishing and maintaining a list of exporters. FDA considers the information on this list, which is provided voluntarily with the understanding that it will be communicated to the competent authority and posted on the Internet, to be information that is not protected from disclosure under 5 U.S.C. 552(b)(4).

☐ I agree

On Behalf Of (Optional) Address Line 1

First Name Address Line 2 (Optional)

Last Name Zip/Postal Code

Title City

Telephone State/Territory

Country Area Phone Number Ext Country/Area

Email

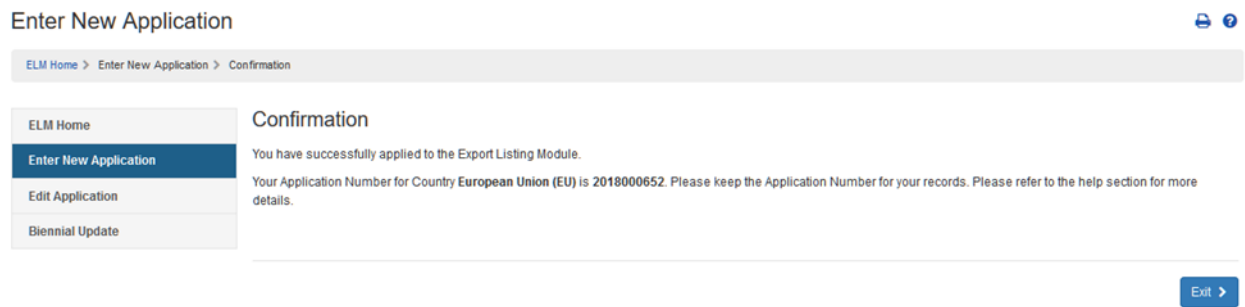
Making or submitting false statements on any documents submitted to FDA may constitute violations of the United States Code Title 18, Chapter 47, Section 1001 with penalties including up to \$250,000 in fines and up to 5 years imprisonment.

[< Previous](#) [✓ Submit](#)

U.S. Department of Health and Human Services

Enter all required fields on the Signature Page. Select the “Submit” button to submit the application for processing.



Figure 29: Confirmation Page



After submission, a confirmation page will display your application number. Please keep this number for future inquiries about your application.

Biennial Update

Figure 30: Biennial Update

Biennial Update  

ELM Home > Biennial Update

ELM Home

Enter New Application

Edit Application

Biennial Update

Please first select the country to reapply for the Biennial Update.



- To reapply for a facility for the Biennial Update, select the firm and please click "Reapply."

Country/Area

--Please Select--

To view all applications that require an update, select “Biennial Update” from the menu on the left side of the screen. You will be prompted to select a country/area.

Figure 31: Biennial Update List of Applications

Biennial Update  

ELM Home > Biennial Update

ELM Home

Enter New Application

Edit Application

Biennial Update

Please first select the country to reapply for the Biennial Update.

- To reapply for a facility for the Biennial Update, select the firm and please click "Reapply."

Country/Region

Chile

Application List

Showing 1 to 1 of 1 entries

Show 10 entries

Filter:

Select	Application Number	Approval Number	Name for Listing	DBA	Address	Country/Region
<input type="radio"/>	2017000517		Kate's Dairy UPDATE3		123 Kate Lane, Washington, DC 20002	Chile

Previous 1 Next

Reapply >

The system will display all applications for the selected country/area. Select the radio button for the application for which you wish to submit a biennial update and click the blue “Reapply” button to continue. Confirm the information on each page of the application before submitting.